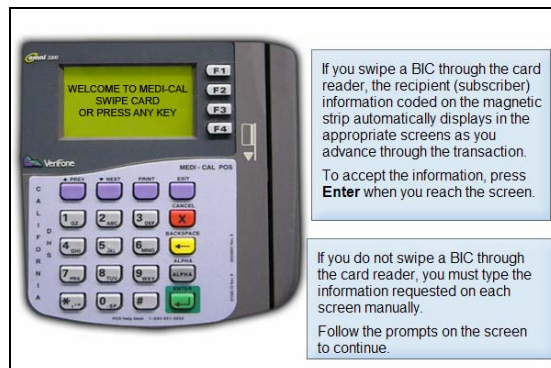


The first screen to appear on the POS device is the Welcome screen.

In this tutorial, you will learn how to perform an eligibility verification transaction using a POS device.

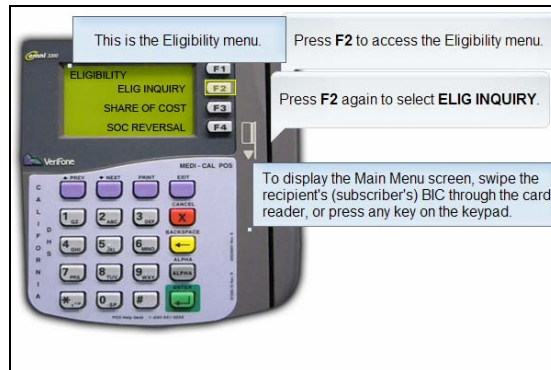
To get started, you may either swipe a BIC through the card reader or manually enter the recipient's (subscriber's) information using the keypad.



If you swipe a BIC through the card reader, the recipient (subscriber) information on the magnetic strip automatically displays in the appropriate screens as you advance through the transaction.

To accept the information, press **Enter** when you reach the screen.

If you do not swipe a BIC through the card reader, you must type the information requested on each screen manually.

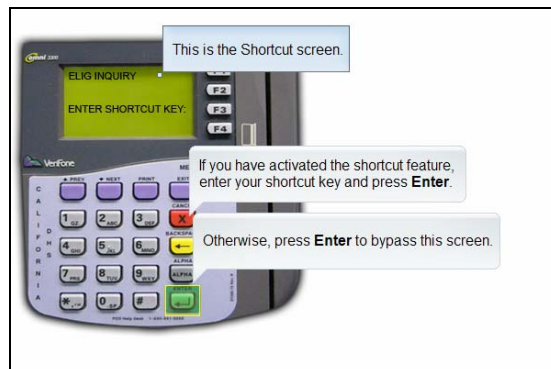


This is the Eligibility menu.

Press **F2** to access the Eligibility menu.

Press **F2** again to select **ELIG INQUIRY**.

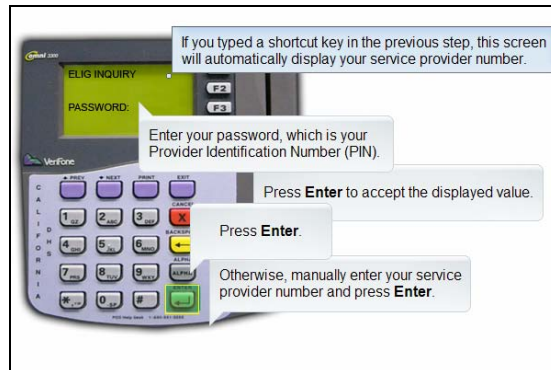
To display the Main Menu screen, swipe the recipient's (subscriber's) BIC through the card reader, or press any key on the keypad.



This is the Shortcut screen.

If you have activated the shortcut feature, enter your shortcut key and press **Enter**.

Otherwise, press **Enter** to bypass this screen.

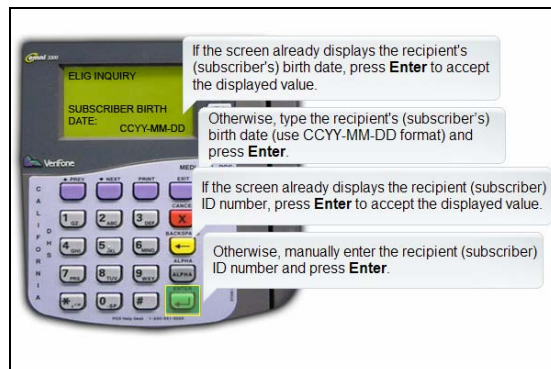


If you typed a shortcut key in the previous step, this screen will automatically display your service provider number.

Enter your password, which is your Provider Identification Number (PIN).

Press **Enter** to accept the displayed value.
Press **Enter**.

Otherwise, manually enter your service provider number and press **Enter**.

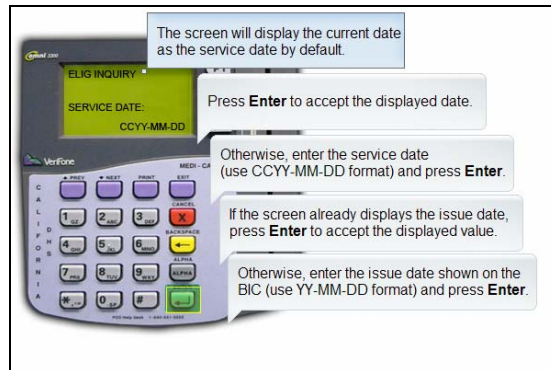


If the screen already displays the recipient's (subscriber's) birth date, press **Enter** to accept the displayed value.

Otherwise, type the recipient's (subscriber's) birth date (use CCYY-MM-DD format) and press **Enter**.

If the screen already displays the recipient (subscriber) ID number, press **Enter** to accept the displayed value.

Otherwise, manually enter the recipient (subscriber) ID number and press **Enter**.



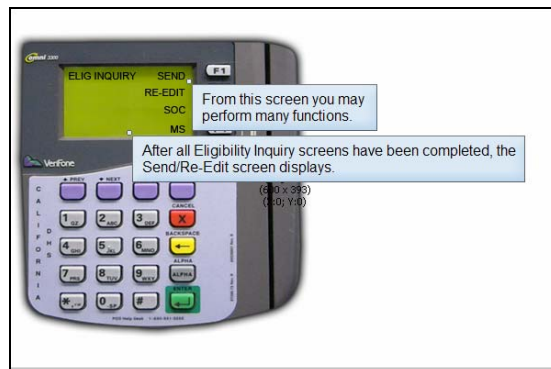
The screen will display the current date as the service date by default.

Press **Enter** to accept the displayed date.

Otherwise, enter the service date (use CCYY-MM-DD format) and press **Enter**.

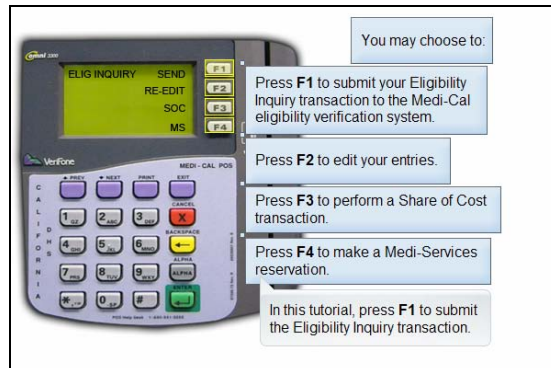
If the screen already displays the issue date, press **Enter** to accept the displayed value.

Otherwise, enter the issue date shown on the BIC (use YY-MM-DD format) and press **Enter**.



From this screen you may perform many functions.

After all Eligibility Inquiry screens have been completed, the Send/Re-Edit screen displays.



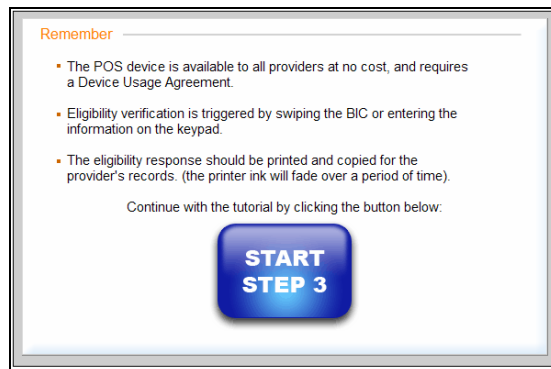
You may choose to:

Press **F1** to submit your Eligibility Inquiry transaction to the Medi-Cal eligibility verification system.

Press **F2** to edit your entries.

Press **F3** to perform a Share of Cost transaction.

Press **F4** to make a Medi-Services reservation.
In this tutorial, press **F1** to submit the Eligibility Inquiry transaction.



Remember

- The POS device is available to all providers at no cost, and requires a Device Usage Agreement.
- Eligibility verification is triggered by swiping the BIC or entering the information on the keypad.
- The eligibility response should be printed and copied for the provider's records. (The printer ink will fade over a period of time).